

FREQUENTLY ASKED QUESTIONS (FAQ'S)

Q. HAS MY APPLICATION BEEN RECEIVED?

A. THERE WILL BE A CARD THAT WILL BE SENT TO THE APPLICANT WHEN ANY APPLICATION IS RECEIVED BY THE DIRECTORATE OF HUMAN RESOURCES (HRO) TO ACKNOWLEDGE THE RECEIPT OF THEIR APPLICATION.

Q. IF I AM MISSING SOMETHING FROM MY PACKET, WILL MY PACKET GO IN FRONT OF THE HIRING BOARD?

A. NO. THE EXCEPTION TO THIS IS, IF YOU ARE MISSING ITEMS AND A LETTER IS ACCOMPANIED WITH YOUR PACKET AND SIGNED BY YOUR UNIT STATING WHY YOU ARE MISSING THAT PARTICULAR ITEMS i.e., MISSING CURRENT NCOER'S, YOUR PACKET MAY GO FORWARD.

Q. WHEN WILL I KNOW IF I'M HIRED OR NOT?

A. YOU WILL BE NOTIFIED BY MAIL WITHIN 30 DAYS FROM THE CLOSING DATE OF THE JOB ANNOUNCEMENT IF NOT SELECTED

B. YOU WILL BE NOTIFIED BY PHONE CALL WITHIN 30 DAYS FROM THE CLOSING DATE OF THE JOB ANNOUNCEMENT IF SELECTED

C. THE HIRING AUTHORITY HAS THIRTY (30) DAYS TO MAKE A DECISION (AFTER THE BOARD). THERE ARE THREE (3) OPTIONS THAT THEY CAN TAKE.

1. MAKE A SELECTION OF A PARTICULAR APPLICANT THAT APPLIED FOR AN AGR POSITION.
2. NON-SELECT APPLICANT (S) THAT APPLIED FOR AN AGR POSITION DUE TO NOT MEETING SPECIFIC CRITERIA AS REQUIRED FOR SPECIFIC POSITIONS.
3. REANNOUNCE THE AGR JOB POSITION.

Q. WHAT IS AN OML? (Order of Merit List)

A. AN OML (Order of Merit List) IS A LIST OF APPLICANTS THAT APPLIED FOR A PARTICULAR POSITION RATING EACH APPLICANT FROM HIGHEST TO LOWEST. THIS LIST IS DETERMINED BY THE HIRING AUTHORITY (THE HIRING BOARD) CONSISTING OF A MINIMUM OF THREE (3) VOTING MEMBERS AND A RECORDER (1) NON VOTING MEMBER.

Q. WHERE AM I AT ON THE OML? (Order of Merit List)

A. YOU WILL NOT BE TOLD WHERE YOU ARE AT ON THE OML. (Please don't ask.)

Q. HOW MANY APPLICANTS APPLIED?

A. AS AN APPLICANT YOU DO NOT NEED TO KNOW, IT IS ONLY THE HIRING AUTHORITY THAT NEEDS TO KNOW AND NO APPLICANT WILL BE TOLD HOW MANY APPLICANTS APPLIED FOR ANY PARTICULAR POSITIONS.

Q. HOW DOES MY PACKET LOOK?

A. YOUR PACKET LOOKS THE EXACT WAY THAT YOU SENT IT, PLEASE HAVE SOME ONE ELSE CHECK OVER YOUR PACKET ALONG WITH THE JOB ANNOUNCEMENT TO ENSURE THAT ALL OF THE MINIMUM REQUIREMENTS AS STATED ON THE JOB ANNOUNCEMENT ARE IN YOUR PACKET; IF ANY OF THE REQUIRED ITEMS ARE NOT ENCLOSED IN YOUR PACKET YOUR APPLICATION PACKET WILL NOT BE BOARDED DUE TO LACK OF INFORMATION AND PACKET WILL BE SENT BACK TO APPLICANT.

Q. WHAT DOES CERTIFIED COPY MEAN EXACTLY WHEN IT COMES TO MY PACKET?

A. CERTIFIED COPY MEANS THAT THE WORDS "THIS IS A TRUE AND CERTIFIED COPY", " TRUE CERTIFIED COPY", " TRUE COPY" HAVE BEEN PUT ONTO THE DOCUMENT. THIS CAN BE DONE BY YOUR READINESS NCO, TRAINING NCO, 1st SERGEANT, COMMANDER SOME ONE IN THE CHAIN OF COMMAND, ALL THIS IS REALLY STATING THEY CONCUR THAT THE INFORMATION GIVEN BY THE SOLDIER/OFFICER IS TRUE & CORRECT. Please note the words need to be written out NOT "Record APFT" FOR EXAMPLE, THIS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO APPLICANT DUE TO LACK OF INFORMATION.

Q. I DON'T HAVE A COPY OF MY DD 214 CAN I STILL APPLY?

A. YES. BUT IN ORDER FOR YOUR APPLICATION TO GO BEFORE THE HIRING BOARD YOUR DD214 (S) MUST BE ENCLOSED WITH YOUR PACKET, IF NOT, YOUR APPLICATION WILL NOT GO BEFORE THE HIRING BOARD DUE TO LACK OF INFORMATION. THE ONLY EXCEPTION IS IF YOU ARE CURRENTLY SERVING ON ACTIVE DUTY. (PLEASE NOTE: IF YOU HAVE JOINED DIFFERENT MILITARY BRANCHES AND ARE CURRENTLY ON ACTIVE DUTY THOSE DD214'S MUST BE ENCLOSED FOR THOSE TIME PERIODS UNLESS YOU STAYED WITH THE SAME BRANCH, THE CURRENT ACTIVE DUTY DD214 WILL NOT HAVE TO BE SUBMITTED WHEN APPLYING)

Q. I SEE MULTIPLE JOB ANNOUNCEMENTS. CAN I USE MY ONE PACKET FOR ALL OF THEM?

A. NO; YOU MUST SUBMIT ONE APPLICATION FOR EACH JOB ANNOUNCEMENT THAT YOU ARE APPLYING FOR. ENSURE THAT YOU LIST THE POSITION NUMBER ON YOUR APPLICATION.

Q. THE TOUR NUMBER CLOSED & JUST CALLED TO CHECK STATUS ON MY APPLICATION.

A. PLEASE DO NOT CALL; YOU WILL BE NOTIFIED IN EITHER CASE IF YOU WERE OR WERE NOT SELECTED FOR THE POSITION THAT YOU APPLIED FOR MAKE SURE THAT YOU SEND YOUR PACKET WELL IN ADVANCE SO THAT YOUR PACKET WILL BE RECEIVED PRIOR TO CLOSING DATE IN AGR-Human Resource Office (HRO).

Q. I'M ON ACTIVE DUTY AND I WANT TO FIND OUT SOME INFORMATION ON THE AGR PROGRAM AND HOW TO APPLY FOR AN AGR POSITION.

A. MOST OF YOUR QUESTIONS CAN BE ANSWERED ON THE WEB @ WWW.CALGUARD.CA.GOV/CAHR IF YOU GO TO DOCS & PUBS, THEN TO THE LIST OF FORMS PUBS AND DOCUMENTS, THEN SCROLL DOWN YOU WILL BE ABLE TO ACCESS THE AGR SOP AND ALSO WILL BE ABLE TO DOWN LOAD THE NGB 34-1 (THE APPLICATION).

Q. I'M ON ACTIVE DUTY AND I'M GETTING READY TO ETS SOON CAN I APPLY?

A. YES; YOU CAN APPLY, BUT PRIOR TO APPLYING FIND OUT FROM YOUR COMMAND IF THEY WILL BE WILLING TO RELEASE YOU EARLIER THAN YOUR ETS DATE, REASON BEING IF YOU APPLY FOR AN AGR POSITION NOW AND STILL ON ACTIVE DUTY WITH 30,60 OR 90 DAYS (+) TO GO, WOULD YOUR COMMAND RELEASE YOU?

Q. I'M IN THE GUARD IN ANOTHER STATE CAN I APPLY FOR AN AGR POSITION IN CALIFORNIA?

A. YES. REMEMBER THAT PRIOR TO STARTING ANY POSITION HERE, YOU MUST BE ABLE TO COORDINATE A TRANSFER FROM YOUR CURRENT UNIT TO CALIFORNIA.

Q. I'M NOT IN THE GUARD AT THIS TIME CAN I APPLY FOR AN AGR POSITION?

A. YES; YOU CAN BUT IN ORDER TO ACCEPT THE POSITION YOU MUST THEN BECOME A MEMBER.

Q. I JUST FOUND OUT ABOUT THE CALIFORNIA ARMY NATIONAL GUARD AND I NEED MORE INFORMATION WHERE DO I LOOK?

A CHECK OUT OUR WEB SIT @ WWW.CALGUARD.CA.GOV MOST OF YOUR QUESTIONS CAN BE ANSWERED HERE.

Q. I DO NOT SEE MY SPECIFIC M.O.S. ON THE WEB SITE FOR AN AGR POSITION CAN I APPLY ANY WAY FOR ANOTHER POSITION?

A. YES: BUT WHEN APPLYING ENSURE THAT THE REQUIRED ITEMS FOR THE AGR POSITION YOU ARE APPLYING FOR ARE ENCLOSED i.e. ASVAB SCORES; IF IT IS REQUIRED THAT APPLICANT HAS A 95 ON "CL" YOU NEED TO MAKE SURE THAT YOU HAVE A 95 ON YOUR "CL" etc. etc.

Q. MY ASVAB SCORE IS LOWER THAN WHAT IS ON THE JOB ANNOUNCEMENT CAN I APPLY?

A. DEPENDS, EFFECTIVE 2 JANUARY 2002 ASVAB SCORES HAVE CHANGED, AND DEPENDING ON WHAT POSITION THAT YOU ARE APPLYING FOR, YOU MAY OR MAY NOT BE ELIGIBLE TO APPLY. (YOU WILL NEED TO CONTACT A RECRUITER IN ORDER TO SEE IF YOUR CURRENT ASVAB SCORES MAKE YOU ELIGIBLE TO APPLY)

Q. I'M CURRENTLY ON ACTIVE DUTY AND I DO NOT HAVE THE REQUIRED FORMS THAT YOU ARE REQUESTING; WHAT DO I DO?

A. IN EACH BRANCH OF THE MILITARY SERVICES THEY HAVE CERTAIN REQUIREMENTS THAT ARE COMPARABLE i.e. MARINES HAVE FITNESS REPORTS FOR NCOER'S / AIR FORCE HAS AN ENLISTED PERFORMANCE RATING (EPR) NGB FORM 26 etc. etc. ASVAB SCORES ARE ON A 2-1 OR 1966 FOR GUARDSMEN, WHAT EVER IS COMPARABLE TO THE BRANCH OF SERVICE YOU ARE IN IS WHAT YOU MUST SUBMIT TO FULFILL THIS REQUIREMENT. IF THERE IS NO COMPARABLE DOCUMENT, PLEASE HAVE SOMEONE IN YOUR COMMAND WRITE A MEMO STATING THIS.